TRACKING

COST TRACKING & INVOICING

PROCEDURE

VERSION 1

Cost Tracking & Invoice Procedure

1. PURPOSE

Daily Cost Tracking is a key ingredient for project controls. Management of costs equips you with the ability to predict, understand and constructively influence the time and cost outcomes of a project; through the communication of information in formats that assist effective management and decision making. 2EZ tracking is designed to eliminate duplication of effort and documents which reduces possiablities of errors.

This document outlines the concepts, utilization, and processes of daily cost tracking and invoices utilizing the 2EZ Tracking app. It will provide you with an understanding of the importance of daily cost tracking, outlines the different levels of accesses, and outline the flow of how it works.

2. CONCEPTS AND METHODS

These concepts utilized to develop this tool are based on the cost tracking method standard from Association for the Advancement of Cost Engineers (AACE).

3. APP LEVELS & ACCESSES

2EZ Tracking has two levels of application.

- **Basic:** Ability to create daily tickets and invoice

- **Full:** Basic features plus, the ability to track against Purchase/Work Orders, plus three additional separate accesses for approvers, foreman/supervisors, and employees.

Cost Tracking & Invoice Procedure

The purpose of this procedure oulines the functions of the full level. Each access within different functions, which are as follows;
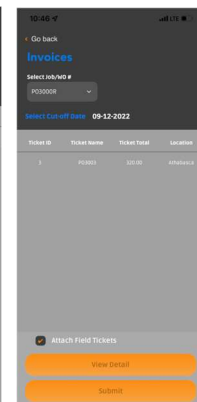
3.1. _Admin Access_

Is the one responable for submissions and to verify the data. The admin has the ability to create daily tickets, send them electrocically to the approval for approval, and the ability to invoice off the tickets. The admin access allows you to also export logs (both tickets & invoices) in excel.
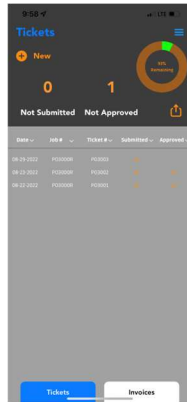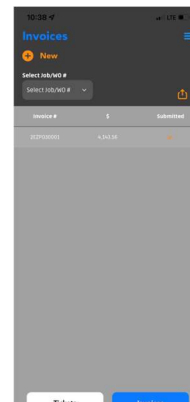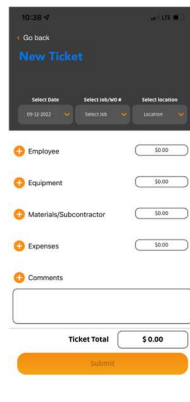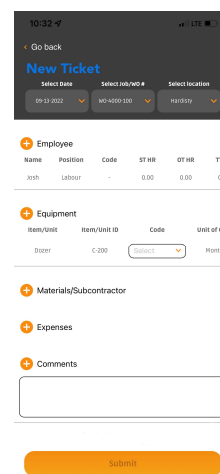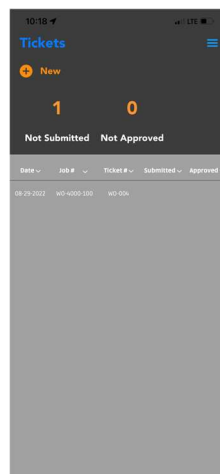

Tickets Tab   Invoice Tab
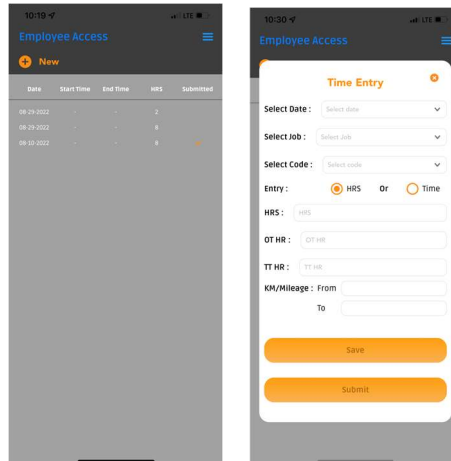
3.2. _Foreman Access_

Only has the ability to create a new tickets, enter the data and submit back to the admin. There are no rates visible to the foreman. This function would be utilized if another person is needed to enter the data on the behave of the admin.

3.3. _Employee Access_

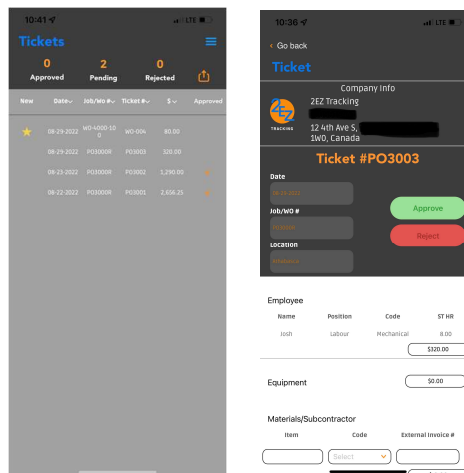Has the ability for your employees to enter in their time and submit back to either the foreman or admin access to feed their daily tickets.

3.4. _Approver Access_

Is functioned for the tickets. The approver reviews the tickets and can approve or reject them. The approver also hase the ability to export the log in excel.

4. SETUP

4.1. *Your Company Information*

Upon first creation you need to add your complany information. You also have the ability to add your company logo. This logo is placed on the tickets the approver sees as well as on the invoice cover page.

4.2. *Rates*
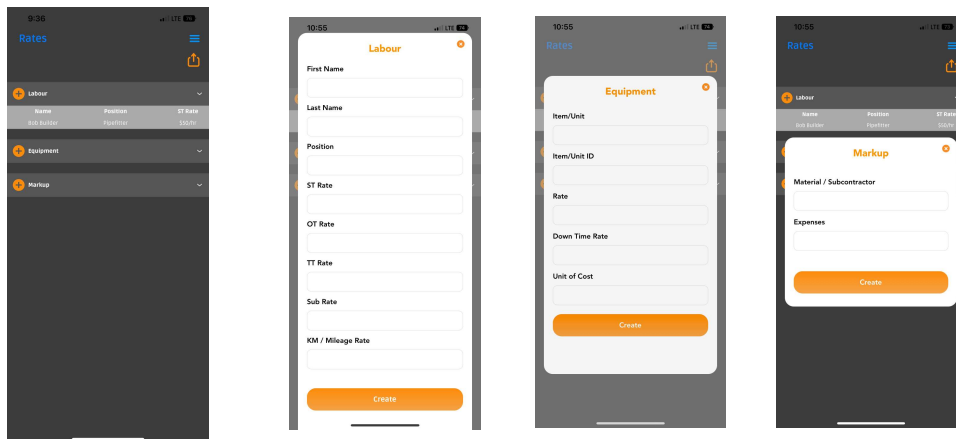
Select the + and add each employee & company owned equipment.
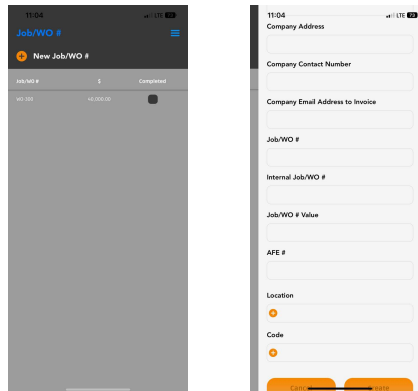
4.3. *Manage Account*

After the 60 free trail you can select which account you what to subscribe to. Note – if you initially select basic you can at anytime subscribe to the full level without losing any data.

Note if you select only the basic level then these next functions (PO/WO #, Approver Access, Foreman Acces, and Employee Access) will be greyed out and you will not be able to select them for these features are in the full level.

4.4. Job/WO
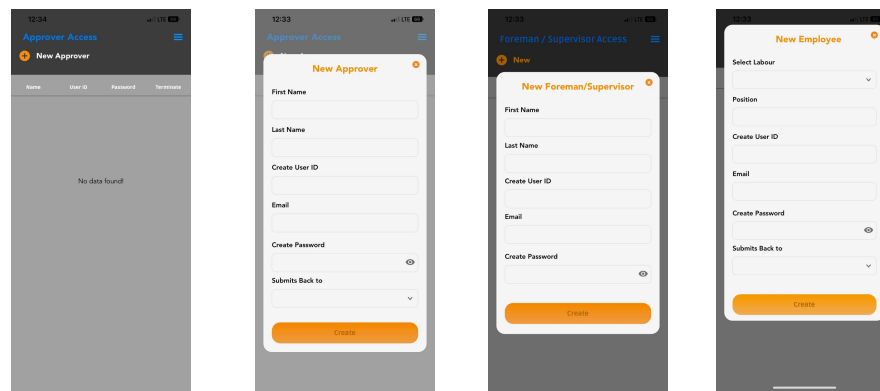
You have the ability to track against 5 PO/WO initially. Addition JO/WO can be grated via requesting in the help feature.

To add select the + and enter in all the applicable information. You have the ability to add multiple location codes and multiple task code (Work Breakdown Structucture (WBS) codes). These locations and codes go the the tickets as selections.

If a job is completed and you no longer want any of the data to pull you can mark the PO/WO # as completed.

If you want to delete a PO/WO you select it and select delete. All data related to this PO will be deleted so make sure you extract the logs, tickets, and invoices you require prior to deleting.

4.5. Approver, Foreman/Supervisor, and Employee Accesses

You have the ability to give 5 Approver, 5 Foreman/Supervisor, and 10 employees access. Addition JO/WO can be grated via requesting in the help feature.

To add select the + and enter the name of the person you are setting up. Create a user name and password for them. In the employee access you can select who they submit back to. For example the employee can submit their time to the foreman access and when the foreman creates a ticket for that day the employee time would show there. Or you can have them submit back to the admin access.

You can terminate any access however it only removes their access. In order to delete the person and add new you can select and edit/delete.

4.6. _Help_

Allows you to email any question or provide feedback.

4.7. _Glossary_

Provides you with the terminology used within the app.

4.8. _Setting_

Allows you to manage payment methods and delete the account

5. TICKETS

Tickets are designed to track Labour (employee's), Equipment, Materials/Subcontractors (LEMS), and any expenses on a daily basis. These tickets have the ability to be tracked against PO/WO's or Non-PO's, the ability to daily track by location, and track against codes. LEMS are defined as follows;

Employee (Labour)

Each employee (staff/craft) will be represented on the daily ticket, which will include the total time worked for each person for that day and identifies it out by the charge type (I.e. hours of straight time, over time, travel time, and standby time), Subsistence (Living Out Allowance), and Milage/Kilometers.

Equipment

Each piece of company owned equipment utilized will be identified and will represent the unit name, unit number, rate and total costs. Outlines if the rate is charged out daily, weekly or monthly.

Material & Subcontractor

The reimbursable (billable) materials/subcontracots purchased/utilized for the project with the ability to attach the required backup (3rd party invoice).

Expenses

The reimbursable expenses purchased/utilized for the project with the ability to attach the
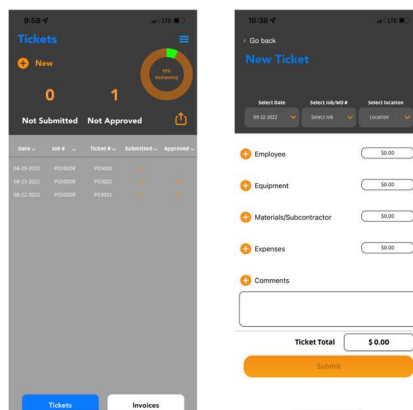
required backup (receipt).

LEMS Reconciliation and Amendments

Should a ticket require adjustments after submission to the approver, the approver would reject the ticket identify in the comments what the error/omission or changes are required. The admin would then create a "NEW" ticket in place of.

5.1. Creating a Ticket

- Select the Tickets tab on the bottom left corner
- Select the +New
- Select the Date
- Select the PO/WO# or Select Non-PO if you are not tracking against one
- Select the Location if applicable
- If you have your foreman or employees using their accesses and entering in information for that day on a specific PO/WO then the data will automatically pull into this ticket for you. Then one can add any additional information or adjust any of the information that was submitted.
    o Example – If you are using the foreman access; The foreman/supervisor creates the ticket and enters what employees and/or equipment worked that day and can add any expense. Once they submit it will push the data to the admin access
    o Example 2 – If you gave employee acces to an employee – "Bob" for this example. Bob logs in using the ID created by the admin access. He enters in the time he worked on the employee access, against what PO/WO and against what task code and submits. Once submitted it is visible on the admin ticket.
- If you are not using any other accesses and are entering in all the data
    o Select the +employee and select the employee and click done
        ▪ Then select that employee on the tickets page and a pop up will come up to enter in the hours and codes for them
    o Adding Equipment is the same process as adding Employees
    o Adding Materials/Subcontractor select the + and enter in the required information. If you would like to attach the invoice as backup click the +image and either take a picture or select a picture from your library
    o Expenses are the same process as Material/Subcontractors
- Once done click submit – note this does not actually submit to any approver. This merely only saves the data

- Tickets can be modified by selecting the ticket number in the invoice tab and select edit. Note: once a ticket is submitted it cannot be modified. If revisions once submitted are required a new ticket would be required.
- Once ready to submit click on the ticket you want to submit and click submit. If you are submitting a ticket that relates to a PO/WO then a popup will appear and you select what approver you want these to go to. Once submitted a check mark will appear by the ticket. Once the approver approves the ticket another checkup will appear under the approved column and the ticket can then be invoiced.

5.2. *Tracking against PO/WO*

The tickets tab allows you to filter on specific Job #'s or you can sort the Dates, Tickets, Submitted, and Approved columns.

To view tickets submitted against a specific PO/WO, select the Job # and a popup will appear, select what PO/WO you wish to view. Once selected only the tickets against that PO/WO will appear in the list and the chart in the top right corner will intensify the remaining dollar % on tha PO/WO. This visual will help you understand if you are running out of money on your PO/WO and need to revise it.
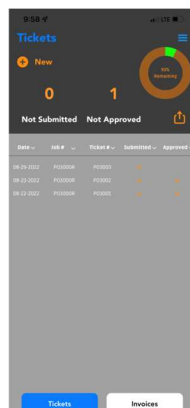
6. INVOICE

Invoices are submitted in pdf form via email. They have the ability to attach all the daily tickets as backup or produce just a summary version of the tickets. Invoices would be submitted to vendors at agreed timeframe (I.e. Job completion, weekly, bi-weekly, monthly…etc.)

There are two types of invoices; Non-PO and PO/WO.

Non-PO

Gives you ability to select specific ticket/tickets and invoice to vendor. These tickets would have been created under the Non-PO selection. Tickets that were identified with a PO/WO will NOT show in this selection of the invoice.
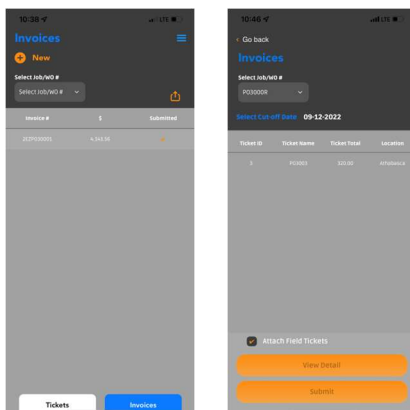
PO/WO

Gives you ability to select specific ticket/tickets and invoice to vendor for only tickets that are approved. Only approved tickets per each PO/WO will pull to the invoice tab. Tickets that were identified with a Non-PO will NOT show in this selection of the invoice.

The administrator when invoicing is resposiable for applying the applicable tax for each invoice.

6.1. _Creating an Invoice_

- Select the Invoice Tab on the bottom right corner
- Select +New
- Select what PO/WO # you would like to create it for or Selelect Non-PO
- Select the cut-off date. This selection will pull all outstanding tickets up to and including that day
- If you would like the tickets attached as backup then select the check mark box for "Attach Field Tickets"
- If you would only like the summary of the tickets then just select view details
- A pop up to enter the tax will come up and you are responsible to applying the applicatable tax for that invoice.
- Once complete then select submit and enter the email address of the vendor you would like to bill

7. Logs

Export the logs using the symbol of the box with in up arrow.
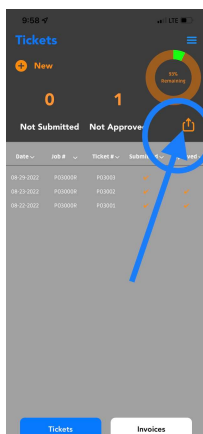
7.1. Tickets Log

This export includes the following columns:

a) Ticket Type (provided at the submittal of the LEMS)
b) Ticket #
c) Ticket Date
d) PO/WO #
e) Name/Item
f) Position/Unit ID/Sub Invoice #
g) Client Code
h) Location
i) ST HRS
j) OT HRS
k) TT HRS
l) Total HRS
m) ST Rate
n) OT Rate
o) TT Rate
p) ST $
q) OT $
r) TT $
s) Markup%
t) Ticket Type Total $
u) Subsistence
v) Subsistence Rate
w) KM/Mileage
x) KM/Mileage Rate
y) Km?milegae $
z) Unit Cost
aa) Sub Total Cost
bb) Submitted
cc) Approved
dd) Rejected
ee) Comments
ff) Invoice #
gg) Invoice Date

7.2. Invoice Log

This export includes the following columns:

a) Invoice #
b) Invoice Date
c) JO/WO #
d) Location
e) Subtotal
f) Grand Total
g) Submitted

8. GENERAL

All data is exportable. Once you delete your account all data will be erased from the system and will no longer be avalaible – should you cancel/delete your account you are response for extracting any data.

9. REFERENCES

1. AACE International's Total Cost Management (TCM) Framework, current edition.